

## FY 2019 GRANT REVIEW PANEL MEETING MINUTES

**Grant Type:** Arts Stabilization

**Panel Meeting Date:** May 8, 2018

**Panel Members Present:** Arden Bardol, Dover  
Julia Dougherty, Wilmington  
Sara Ganter, Rehoboth Beach  
Lynn Riley, Wilmington

**Panel Members Absent:** none

**Panel Chair:** Heather Morrissey, Newark, Delaware State Arts Council

**Staff Members Present:** Paul Weagraff, Division Director  
Gwen Henderson, Administrative Specialist  
Sheila Dean Ross, Program Officer  
Leeann Walleit, Program Officer  
Katie West, Program Officer  
Dana Wise, Administrative Specialist

**Location:** Dover Public Library, Dover

**Meeting Started:** 9:00 am

The grant review panel convened to evaluate applications for funding from the organizations listed below, based on pre-established criteria and scoring rubrics. Applications are for funding to help nonprofit arts organizations with improvements to facilities owned and operated (or under long-term lease) by the organization. Arts Stabilization grants are funded through the Division of the Arts' participation in the Arts Consortium of Delaware, Inc. (ArtCo) endowment. The grant panel, made up of citizens from around the state, reviewed the applications in advance. At the meeting, the panel chair asked panelists to provide an objective and consistent evaluation of each applicant's project/program and to measure each application against the criteria in the grant application guidelines.

**Panelists recused from discussion of applications due to a conflict of interest:** none

**Number of Grant Applications Reviewed:** 5

**Applications:** (in order of review)

1. Chapel Street Players, *Roof Refurbishment*
2. The Delaware Contemporary, *Exterior Lighting Improvement Plan*
3. Joshua M. Freeman Foundation, *Patron Safety Enhancement Project*
4. Kent County Theatre Guild, *Pave the Parking Lot*
5. Wilmington Drama League, *Replace/Update Lighting System*

The Division Director facilitated a general discussion at the conclusion of application review regarding the results of the ranking. Panelists concurred that all applicants should receive some level of funding. After discussion, panelists agreed that the top four organization (scoring above 3.0) should receive full funding, rounded down to the nearest hundred. The bottom organization (scoring below 3.0) should receive reduced funding so that the total amount in the category reaches \$70,000. Panelists also recommended

that the Kent County Theatre Guild investigate the causes of the parking lot deterioration before commencing with repair work, to ensure that the fundamental problem is corrected.

The Division Director announced that grant awards will be posted on the Division website at <http://arts.delaware.gov/> after the Delaware State Arts Council makes final funding recommendations and the FY2019 budget is adopted by the General Assembly. Panel comments for each of the applications will be available upon request once grant awards are announced.

Panel Chair thanked the panelists for their time and preparation.

**Meeting adjourned:** 10:00 a.m.